



**Northfield Master Plan Steering Committee with Roundtable  
Minutes for September 4, 2013  
Meeting held at Town Hall**

Meeting was **called to order** at 7:00 PM by Chair Rich Fitzgerald

**Attending:** Richard Fitzgerald, Brian Brault, Gwen Trelle, Steve Malsch and Jack Spanbauer.

**Absent:** Kevin Leger and Dianne Cornwell.

Roundtable members attending: Kathy Wright, Sue Ross

**Approval of Minutes:** After review and upon a motion made by Brian Brault and seconded by Steve Malsch, MPSC members voted favorably the approval of the August 28, 2013 minutes as submitted.

**Citizen Concerns/Other:** none

**Follow up Business from Previous Meeting**

**A. Budget report:**

Chair Fitzgerald distributed copies of the accountant's report. Paid out to date is \$56,830.86. \$18,169.14 is remaining plus an additional \$5000. The balance to date is approximately \$19,000. The invoice from Martha Lyon shows a balance remaining of \$13,732.79 plus the \$5,000.

**B. Roundtable Planning**

The dates for the Roundtable Panel Discussions have been confirmed as Wednesday, September 25 for the Main Street Forum and Thursday, October 3 for the Economic Development Forum. Chair Fitzgerald encouraged members to send any comments they might have on these subjects to Martha Lyon. Kathy updated the status of various invitees to the roundtables. Discussion was held regarding what materials should be given to invitees beforehand to clarify the topics for discussion. Inviting state representatives to the October 3 forum was discussed, as well as to the September 25 forum if possible. The presence of Mass DOT is needed for a discussion of the future of Main Street. John Mullen would also be very helpful for that discussion. Residents invited to the Main Street Forum were discussed as to how many should be there and who else might be helpful.

**To Do:** Invitations, flyers, handouts. The wording of the invitations was worked out as well as table setup for the panel discussion. A list of the Main Street issues will be attached to the printed invitations. RSVP will be made to Kathy Wright at her Town Hall address. Responses should be made by September 18. Member Brault will make the invitation in PDF format and send it to member Wright for distribution. Discussion material will be sent as PDF to Wright by Chair Fitzgerald.

**Economic Development Roundtable** will be held Thursday, Oct. 3 at NES. Chair Fitzgerald has compiled a list of possible participants and will e-mail it to the Roundtable. Wording of the invitation was worked out. RSVP is to be made to Rich Fitzgerald at Town Hall by September 25.

**To Do:** Rich Fitzgerald will do publicity: BNCTV, iNeighbors, etc. BNCTV will be available for both forums.

**Last Public Forum** will be held on the 13<sup>th</sup> of November if possible. Rich Fitzgerald will check on NES availability.

Upon Motion by Steve Malsch, seconded by Brian Brault members voted to **adjourn** at 7:50PM.

Respectfully submitted, Gwen Trelle

Minutes reviewed and approved by MSPC on 10/16/2013